

Lease Renewal Reminder

Dear [Tenant's Name],

This is a friendly reminder that your lease for [Property Address] is set to expire on [Expiration Date]. We would like to discuss the renewal of your lease.

If you wish to renew, please let us know by [Deadline Date] so that we can prepare the necessary paperwork.

Thank you for being a valued tenant. We look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Title]

[Your Contact Information]